



"Caring for the world... one person at a time" inspires and unites the people of Johnson & Johnson. This culture of caring is the focus of our corporate philosophy, that are anchored in the internationally applicable **Credo**

DePuy Synthes Companies of Johnson & Johnson is the largest, most comprehensive orthopedic and neurological business in the world. DePuy Synthes offer an unparalleled breadth and depth of technology, devices, services and programs in the areas of joint reconstruction, trauma, spine, sports medicine, neurological, cranio-maxillofacial, power tools and biomaterials. Building on the legacy and strengths of two great companies, we are creating one organization that will be agile and better equipped in today's evolving health care environment. Our broad array of inspired, innovative and high-quality offerings help advance the health and wellbeing of people around the world.

For the Professional Education department in Zuchwil (SO), we are looking for a

Team Assistant (m/f) Education Solutions & Events EMEA (Ref: 000018K2)

Professional Education (Prof Ed) is critical to our strategy and fundamental to the success of our Johnson & Johnson Medical Devices business on every level. Professional Education is an integral part of the new Education Solutions Center of Excellence (CoE), which will enhance our ability to align the organization and strengthen our expertise, by joining all Medical Device businesses and geographic capabilities in the area of Professional Education and Commercial Education. A newly built and extended Professional Education & Digital Education and Innovation team will drive the Professional Education strategy and execution. The change management and transformation of Professional Education EMEA will require optimal communication capabilities. The Prof Ed Assistant will support the Lead of Professional Education and her team to reinforce the communication and newly developed governance model. He/she will run own projects and develop strategies and action plans to support the enhanced Prof Ed Vision as well as optimizing the communication to all stakeholders in alignment with the Professional Education strategic imperatives. Other tasks include:

- Provide administrative support to the Lead Professional Education
- Plan, communicate, organize and coordinate core and extended EMEA Prof Ed team meetings as well as the overall EMEA Professional Education Governance
- Develop and execute dedicated projects to support the enhanced EMEA Professional Education Vision (e.g. running the JnJ Institute branding implementation)
- Managing the Copy Approval for One MD Professional Education and championing the process for the entire team
- Collaborate with key internal and external stakeholders to develop communication strategy & action plan to improve efficiency and effectiveness of Prof Ed communication in the region
- Explore and develop new tools and platforms to allow optimal internal and external communication for the Professional Education Team
- Be an integral part of the broader EMEA Education Solutions COE organization – supporting colleague team assistants when needed.
- Travel – 10 %

Qualifications:

- Minimum 2 years (5 preferred) experience in Professional Education at EMEA level and/or experience in Sales/Marketing assistance at EMEA level
- Min. 2 years' experience in supporting larger teams incl. leadership teams
- Proven experience and ability to work effectively within large international companies involving cross functional teams within a matrix organization
- Proven leadership ability to effectively plan, coordinate and organize projects
- Demonstration of high motivation in the job as well as creative and practical problem solving skills.
- High flexibility and pro-activity paired with a positive attitude to change
- High quality work attitude with the needed focus on details and appearance
- Accountable, innovative and imaginative
- Proven track record in effective communication skills
- Proficient in English, both verbal and written
- Expert in office software (Word, Excel, PowerPoint)
- Active interest in being part of a broader team and shaping a culture of support and trust
- Must have strong desire and skill sets to develop within the organization
- Knowledge and understanding of Legal and Health Care Compliance policies

The position can be based in Norderstedt, Germany or Zuchwil, Switzerland

If you are a creative and innovative mind passionate about medical technology and want to become part of a successful and growing organization, then please send us your online application (CV, Motivation Letter, Working References etc.) by clicking [here](#).

Please click on [DePuy Synthes](#) and [Johnson & Johnson](#) if you want to learn more about our business and check our new career channel on [YouTube](#) to understand our working culture!

[Meet Yvonne](#), one of our Engineers



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